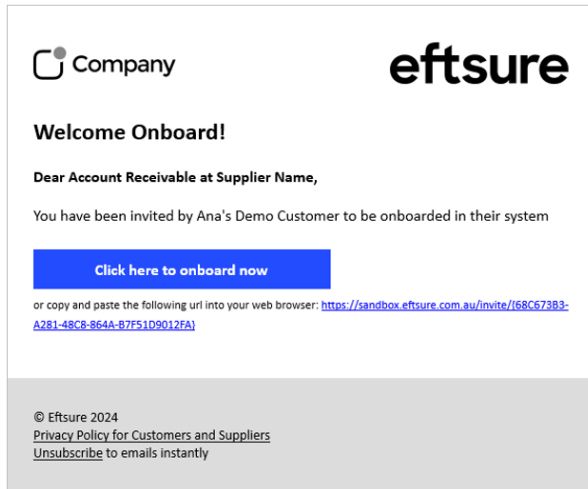


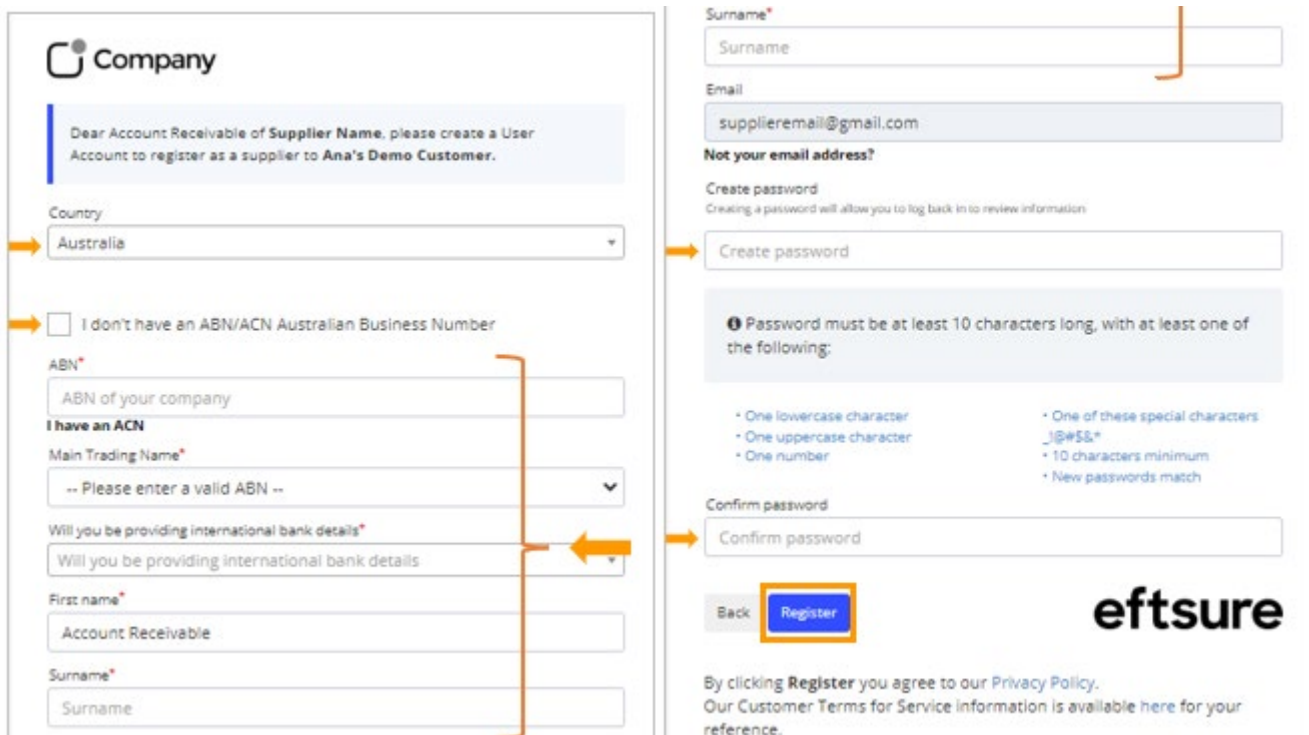
## Supplier Onboarding Invitation

1. Open the Onboarding Invitation email and click on **Click here to onboard now** to start the process



## Supplier Onboarding Form – Registration

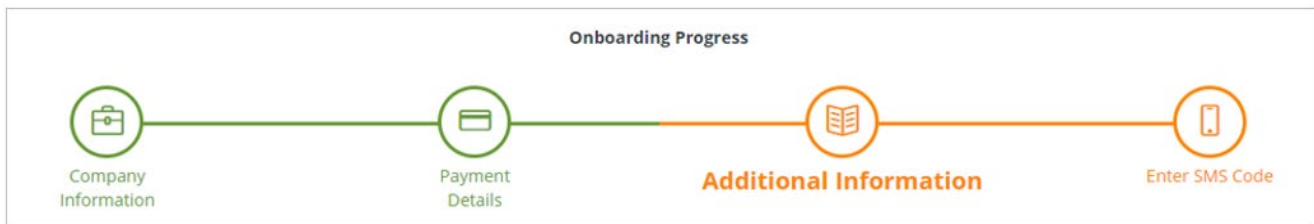
1. Tick if you do not have an **ABN**
2. Input your **ABN**, main **Trading Name**, and your **First and Last Name**
3. Your **email address** is prepopulated, this will be your username the next time you log in
4. Create a password ensuring it meets the password requirements and
5. Click **Register**



Items with an asterisk (\*) are required fields

## Supplier Onboarding Form – Onboarding Progress

This indicates your Onboarding progress. You can click on any of the four sections to go back and make changes once that section is completed.



**Green** – Completed

**Orange** – In Progress/Incomplete

Note: The Enter SMS Code section will only appear if the Customer has entered a mobile phone number for a Supplier on the invite, as this triggers an optional layer of security to help ensure the person who is completing the form is the intended recipient.

## Supplier Onboarding Form – Company Information

1. Complete the **Australian Business Registry Information** section

**Australian Business Registry Information**

**ABN \***  
21168403736 (Active from 25/11/2014) 

**Entity Name**  
EFTSURE PTY LTD

**Entity Type**  
Australian Private Company

**GST Registration**  
Registered from 01/02/2015

**This Company is a Small Business. \***  
-- Select --

**\*\*** Definition of small business - An entity with an annual turnover of less than \$10 million for the most recent income year.

2. Complete the **Trading Name Information** section

**Trading Name Information**

**Main Trading Name \***  
EFTSURE PTY LTD

**Other Trading Names**

### 3. Complete the **Physical** and **Postal address** sections

#### Physical Address

**Country \***  
Australia

**Physical Address Line 1 \***

**Physical Address Line 2**

**City / Suburb \***

**Post Code \***  
2030

**State \***  
NSW

#### Postal Address

Same As Physical Address

### 4. Complete the **Other Information** section and click **Continue**

#### Other Information

**Email Address \***

**Landline Phone Number \*\***

**Mobile Phone Number \*\***

**\*\* Please enter either Landline Phone Number or Mobile Phone Number. At least one phone number is required.**

**Fax Number**

**Website Address**

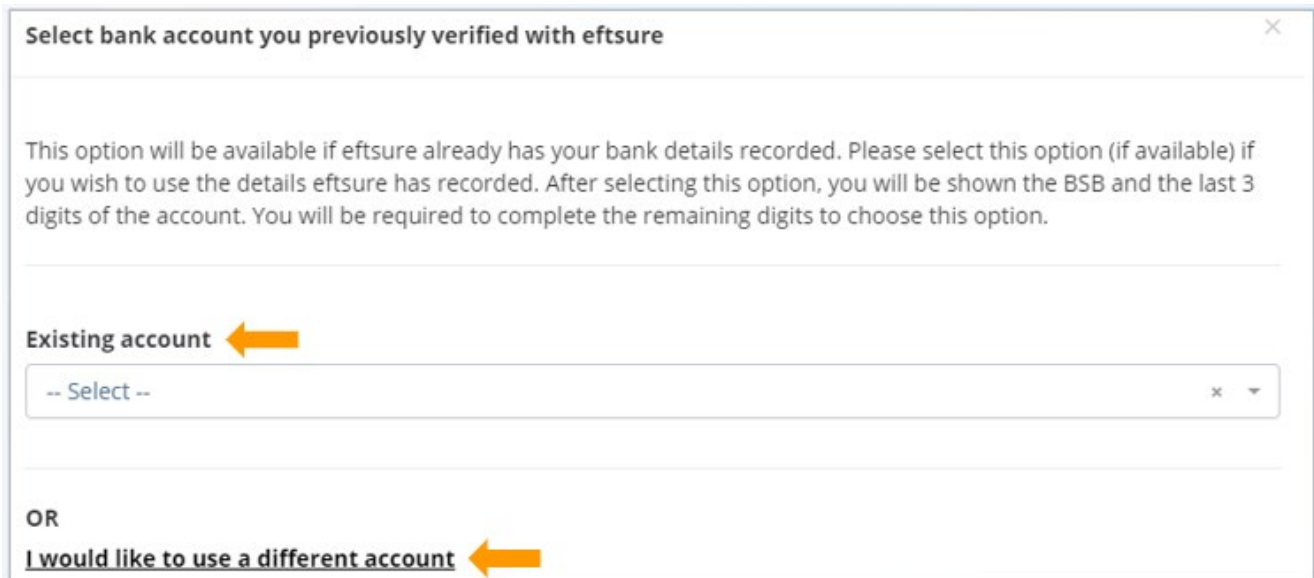
[Continue](#)

## Supplier Onboarding Form – Payment Details

The following will appear if you have previously verified with Eftsure. If you have, you have the option to select bank account details that you have previously supplied.

Alternatively, you can add a different set of bank account details.

If you select to use previously verified details, you must verify the bank account by entering the missing account number digits.



**Select bank account you previously verified with eftsure** [Close]

This option will be available if eftsure already has your bank details recorded. Please select this option (if available) if you wish to use the details eftsure has recorded. After selecting this option, you will be shown the BSB and the last 3 digits of the account. You will be required to complete the remaining digits to choose this option.

**Existing account** ←

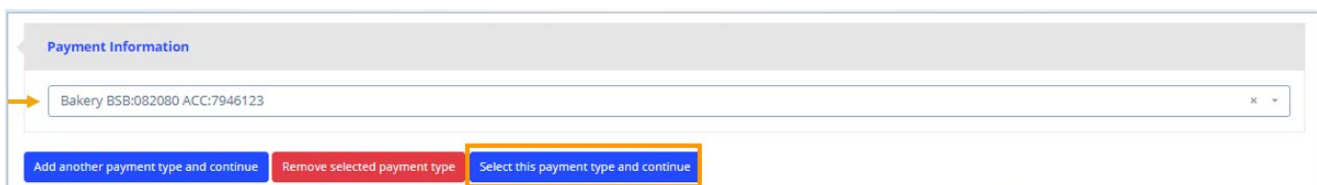
-- Select -- [Close]

**OR**

**I would like to use a different account** ←

**These options show Suppliers who have provided their ABN and verified their bank account details with Eftsure.**

- Suppliers who have previously used Eftsure can select a payment type they have previously used from the drop-down list, and click **Select this payment type and continue**, or add a new payment type



**Payment Information**

Bakery BSB:082080 ACC:7946123 [Close]

Add another payment type and continue Remove selected payment type **Select this payment type and continue**

- New suppliers can click **Add another payment type and continue**



**Payment Information**

-- Select a payment type -- [Close]

**Add another payment type and continue** Remove selected payment type

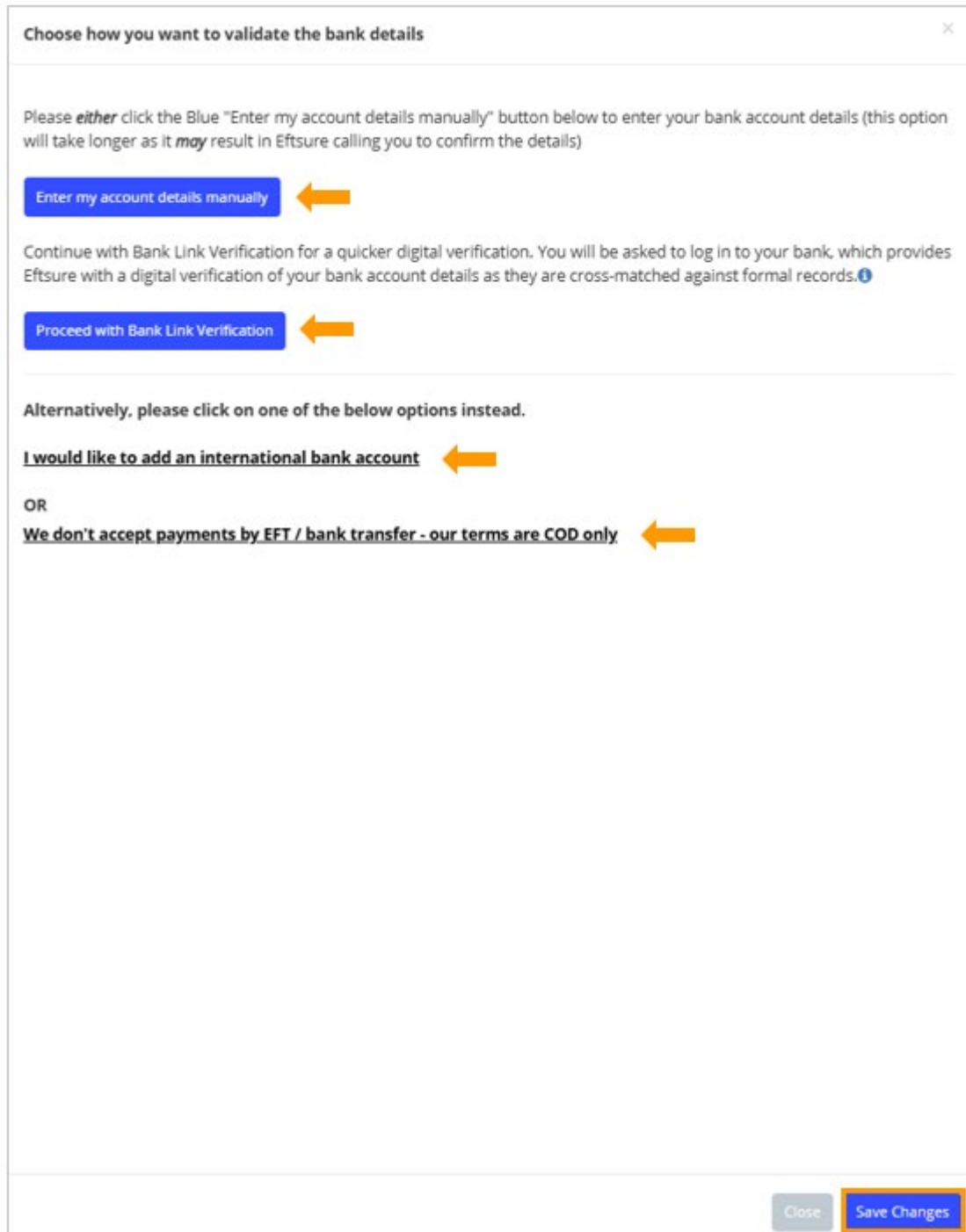
3. Select your preferred method for providing your banking details

**Option 1:** Enter your account details manually

**Option 2:** Proceed with Bank Link Verification: Obtain your details directly from your bank by selecting your financial institution from the dropdown list and log in to your bank from there

**Option 3:** Enter international bank account. International bank account details can only be entered manually

**Option 4:** Don't accept payments by EFT/bank transfer



**Choose how you want to validate the bank details**

Please *either* click the Blue "Enter my account details manually" button below to enter your bank account details (this option will take longer as it *may* result in Eftsure calling you to confirm the details)

Enter my account details manually ←

Continue with Bank Link Verification for a quicker digital verification. You will be asked to log in to your bank, which provides Eftsure with a digital verification of your bank account details as they are cross-matched against formal records. ⓘ

Proceed with Bank Link Verification ←

Alternatively, please click on one of the below options instead.

I would like to add an international bank account ←

OR

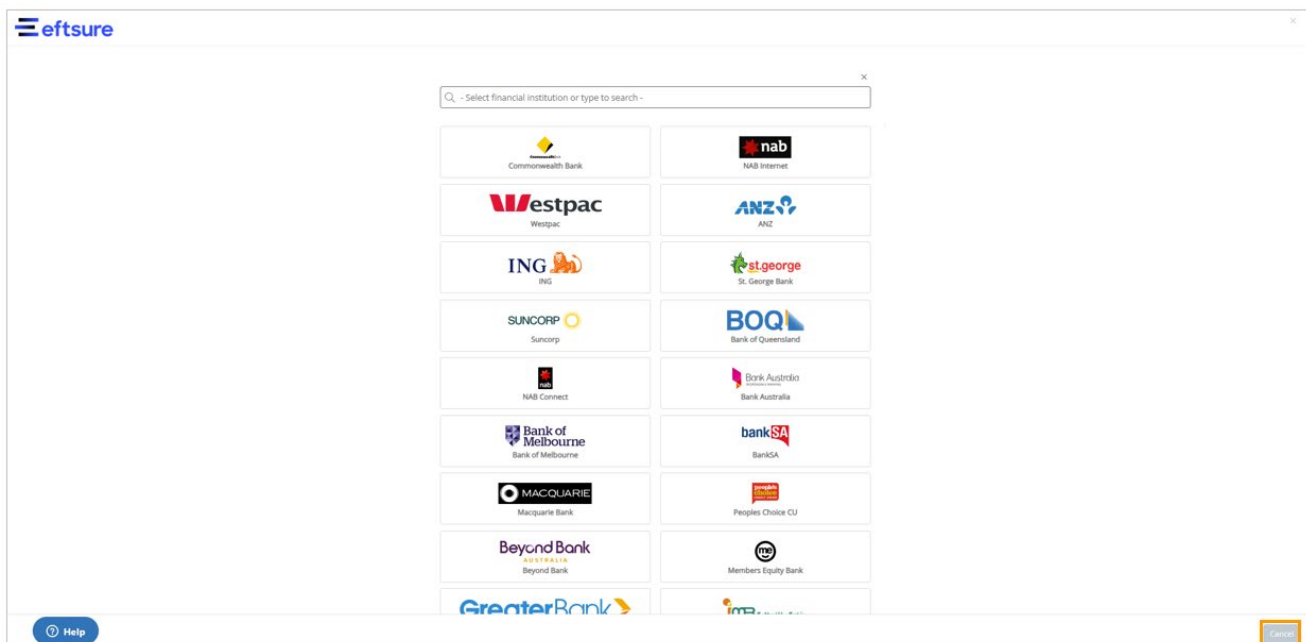
We don't accept payments by EFT / bank transfer - our terms are COD only ←

Close Save Changes

Eftsure uses Equifax technology, which banks use to approve loans. Please note that we do not see or store login details.

## Bank Link Security Information

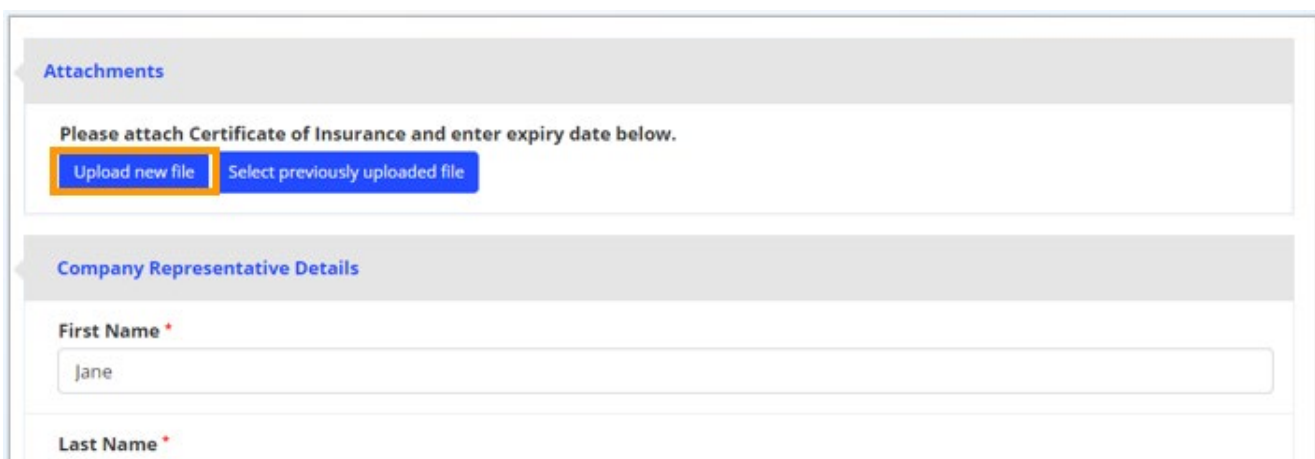
When you choose to proceed with the Bank Link Verification method, you can return to the previous screen by clicking **Cancel** and selecting another method.



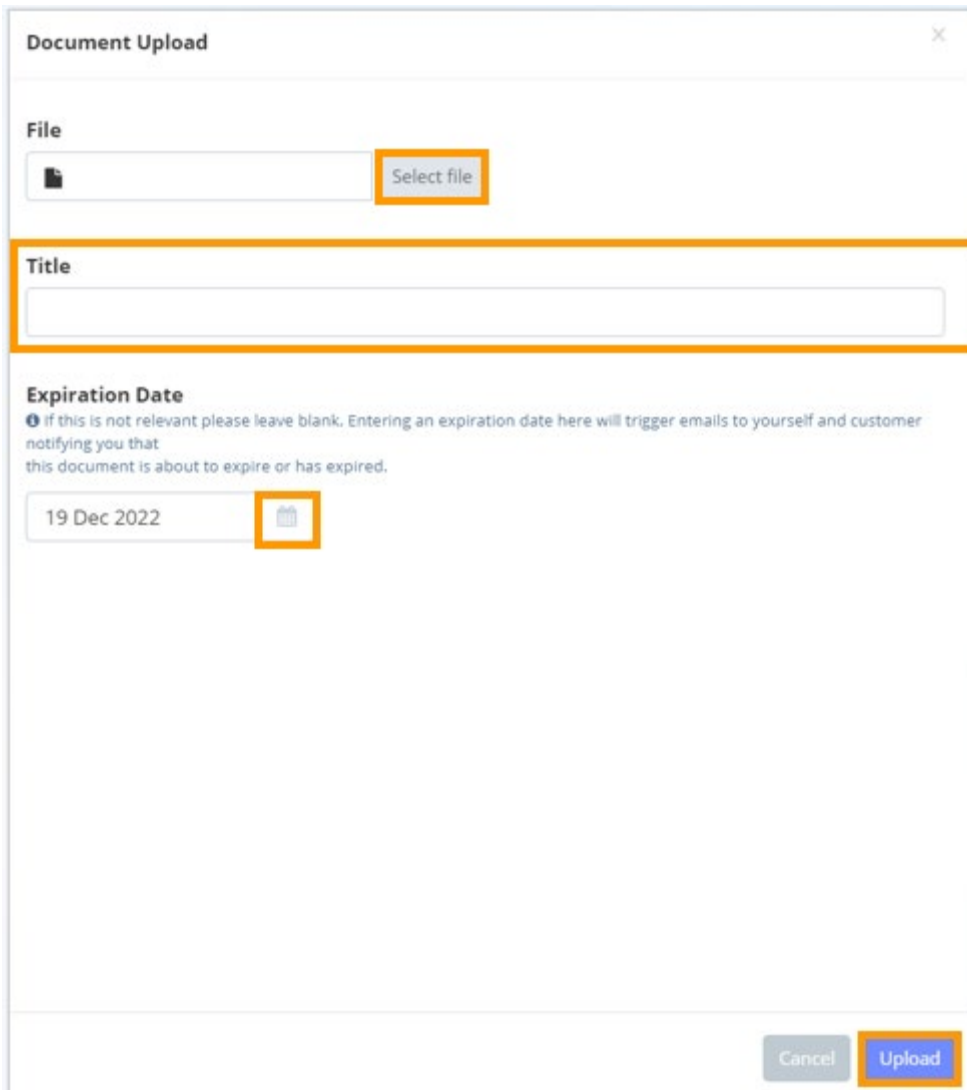
## Supplier Onboarding Form – Customer Requested Additional Information

Complete the Additional Information section. The Customer may require specific additional information. This could be documentation requirements, agreeing to their Terms & Conditions, invoices, etc. Any additional requirements from the Customer will appear in this section.

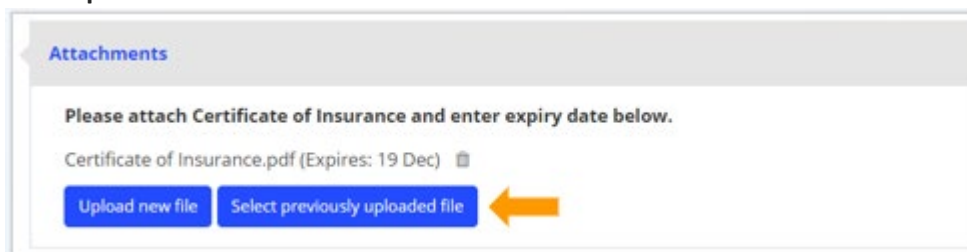
1. If the form has a section asking for documentation, click on **Upload new file** to submit the requested file. (If you have submitted this same documentation to other customers, click **Select previously uploaded file**.)



2. The following pop-up will appear. Click **Select File** to attach the requested document from your computer.



3. Add a **Title** for your attached document.
4. Click on the calendar icon to choose the expiry date (must be a future date).
5. Click **Upload**.



The Additional Information section will update with the information regarding the uploaded file.

6. Confirm your **Company Representative Details** by entering your position, confirming that you are an authorised representative and click **Continue**.

Onboarding Status: Please complete Support reference: 5020

**Onboarding Progress**

Company Information — Payment Details — Additional Information

---

**Attachments**

Please attach Certificate of Insurance and enter expiry date below.

Certificate of Insurance.pdf (Expires: 19 Dec)

---

**Company Representative Details**

First Name \*

Last Name \*

Position \*

Please Confirm \*

Jane Smith is an authorised representative of EXAMPLE PTY LTD

7. The following pop-up will appear.
8. Click **Yes** to finalize the Onboarding Invitation.

**Please Confirm** ✕

---

Are you sure you want to complete onboarding and notify **Demo Company Pty Ltd**?

---

### Supplier Onboarding Form – SMS Code

Some Customers activate 2-Factor Authentication to ensure the person completing the form is the intended recipient.

**SMS Code**

SMS code has been sent to **Jane Smith** on mobile number ending in 928

SMS code

If you don't receive your SMS code within the next 10 minutes please press Resend. If you still do not receive your code please proceed without the SMS code.

You will receive an SMS containing a code. Enter the code into the SMS code section and press **Verify**

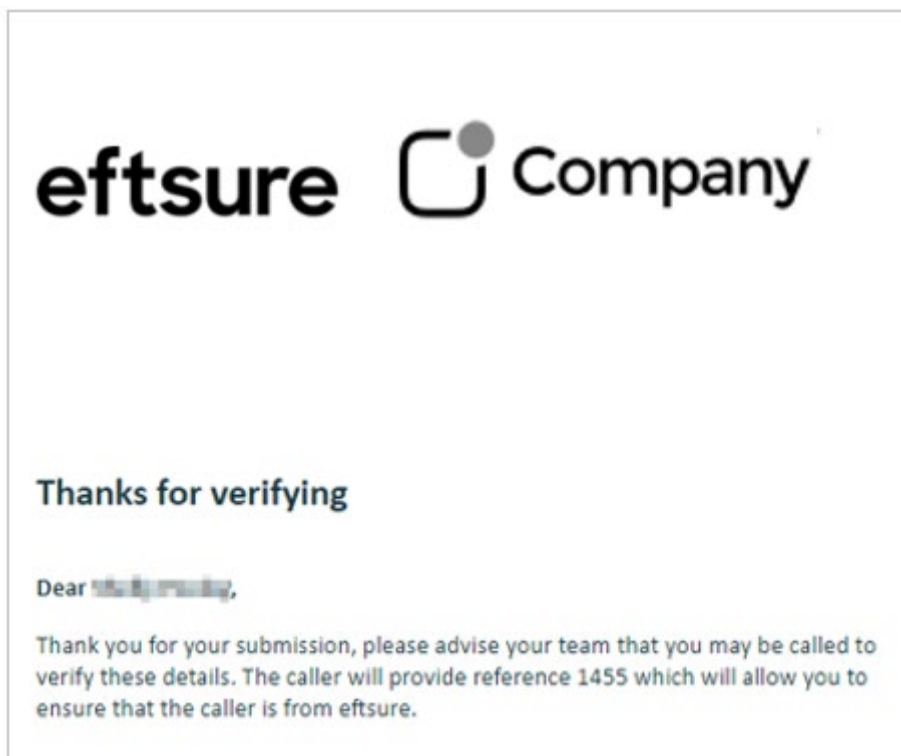
To confirm your account ending in xxxx567 you provided to Sewraj/Tish Demo, enter SMS Code: 541745. Unexpected SMS? Call [1300985976](tel:1300985976)

Once finalized, the Onboarding Form will go to our Verifications Team to verify your details. We may call you if we require any additional information.

### Supplier Onboarding Form – Verification

Once finalized, the Onboarding Form will go to our Verifications Team to Verify your details and you will receive the following email.

We may call you to Verify the provided details. If we do, the caller will provide the reference number outlined in the email you receive.



#### For more information:

Visit: [www.nhvr.gov.au](http://www.nhvr.gov.au)  
Subscribe: [www.nhvr.gov.au/subscribe](http://www.nhvr.gov.au/subscribe)  
Email: [info@nhvr.gov.au](mailto:info@nhvr.gov.au)  
Phone: 13 NHVR (13 64 87)\*

\*Standard 13 call charges apply. Please check with your phone provider.  
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